North Cornwall Learning Trust

Working Together for Local Children

EDUCATIONAL VISITS POLICY
(for the Trust and its schools)
May 2021

This policy applies to all activities/learning experiences that take place off-site – this includes visits/day trips to local venues such as local library, church, park etc.

Version 4

1. Overview

Safely managed educational visits with a clear purpose are an indispensable part of a broad and balanced curriculum. They are an opportunity to extend the learning of all pupils, including an enrichment of their understanding of themselves, others and the world around them. They can be a catalyst for improved personal performance, promote a lifetime interest and in some cases lead to professional fulfilment. Educational visits are to be encouraged.

This school recognises its duty of care and statutory responsibilities for the health, safety and welfare of pupils, staff, volunteers, providers and members of the public in connection with educational visits for which it is accountable.

2. Purpose

- To ensure that every pupil has the opportunity to benefit from educational visits.
- To ensure that all visits are safe, purposeful and appropriate to meet the educational needs of pupils taking part.
- To enable the school to identify appropriate functions, responsibilities, training, support and monitoring for governors, staff, volunteer assistants, pupils and providers involved in educational visits.
- To ensure that whenever appropriate, further advice is sought from the LA and from other technically competent sources.

3. Key Principles

Emergency Procedures

Emergency procedures are an essential part of planning an educational visit and all members of the visit leadership party must be familiar with them before the departure. Some incidents can be resolved through an on-the-spot response by the Visit Leader however, in the event of a serious incident, which could range from an injury or illness requiring medical treatment to a fatality, the following procedures must be followed. The Visit Leader must ensure that these procedures are implemented as quickly and efficiently as possible in order to facilitate help and support for pupils, parents, and staff. All staff should have available a copy of these procedures and other relevant information on all visits.

For the purposes of these procedures a serious incident is defined as:

1) A situation where a group member:

- has suffered a life-threatening injury or fatality
- is at serious risk
- has gone missing for a significant or unacceptable period

2) Any incident that is beyond the normal coping mechanisms of the Visit Leadership Team.

Mobile phones

A mobile phone is an essential item of equipment for a Visit Leader and may save valuable time in the event of an emergency. However, difficulties frequently arise with mobile phones due to reception, battery power or insufficient credit. Mobile phones should complement and not replace traditional safety and communication procedures. Visit Leaders should know the mobile phone numbers of other key staff in the party.

Staff

- All visits will have a clear, recorded educational purpose and will be planned sufficiently well in advance in accordance with good practice and effective planning procedures detailed in the Cornwall Council document "Safety on Educational Visits – 2003."

- The governing body will include in its role the support of school policy and procedures for educational visits including the reporting of visits.

- The Headteacher will be responsible for the approval of all visits, or may delegate this function to the Educational Visits Co-ordinator.

- A named and trained Educational Visits Co-ordinator (EVC) will be appointed to support the governing body and Headteacher. In the absence of a nominated Educational Visits Co-ordinator the Headteacher automatically assumes this role.

- There will be a named and approved Visit Leader (and where appropriate, deputy) on all educational visits. This Visit Leader will be specifically competent for the role as detailed in the "Safety on Educational Visits - 2003." If in any doubt confirmation will be sought from Cornwall Outdoors.

- Working with the EVC as necessary, the Visit Leader will be responsible for all aspects of the planning, risk assessment and organisation of the visit. The Visit Leader will assume full responsibility during the visit, including ongoing risk assessment.

- The Visit Leader will ensure when purchasing goods and services that appropriate checks are made and that insurance and financial procedures have been followed.

- Details of any residential visits at home or abroad or day visits involving activities of a hazardous nature will be submitted to the LA via the electronic submission system for endorsement well in advance of the departure date.

Parents and carers

Informed parental consent is required for all educational visits by young people up to the age of eighteen years unless a specific recorded decision to the contrary has been made by the Educational Visits Co-ordinator.

- The school will provide parents and carers with information about policy and procedures relating to the safe management of educational visits.
- Parents and carers will be given sufficient written and supplementary information about educational visits to enable them to make informed decisions and give written consent together with medical and emergency contact details.
- Whenever appropriate for high risk, residential and foreign visits a briefing meeting with parents/carers will be arranged.
- Expectations with regard to behaviour and codes of conduct will be explained to parents/carers. This information will include the necessity of meeting additional costs and making collection arrangements in certain circumstances.

Pupils

- Wherever possible, pupils should be involved with the planning of an educational visit, establishing codes of conduct, assessing and managing risk and evaluating their own learning, development, attitudes and behaviour.
- Pupils should be adequately briefed about aims, expectations and codes of conduct for all educational visits. Ongoing briefings are an important element of learning and safety.

Links

Although this policy focuses on the management of health, safety and welfare, educational visits are an integral part of the strategy for learning and the curriculum plan. The policy should therefore be linked to complementary policies concerned with such issues as equality of opportunity, special educational needs, inclusion and staff development.

March 2012

Website Link: 'Safety on Educational Visits – 2003' can be found at: www.cornwall.gov.uk/cornwalloutdoors
(Under Information for Educational Visits
Coordinators)

Educational Visits Coordinator for the North Cornwall Learning Trust
Jo Ledger Tel 01840 213274 ext 258

If you would like this in a different format please contact the school

Version and Date		**Action/Notes**
2.0	July 2020	Author: Jo Ledger/Jon Lawrence
3.0	October 2020	Updated for Primary Schools - Author: Jo Ledger /Phil Banks
4.0	May 2021	Reviewed – Jo Ledge/Phil Banks

Policy Reviewed:	May 2021
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